



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 58th Transportation Battalion**  
**3rd Chemical Brigade**  
**451 Colorado Avenue, Unit 8**  
**FORT LEONARD WOOD, MISSOURI 65473**

REPLY TO  
ATTENTION OF

ATSN-CBC

14 July 2005

**MEMORANDUM FOR Personnel Concerned**

**SUBJECT: Policy Letter #14, Reenlistment Ceremony Policy**

1. The Battalion Reenlistment NCO is responsible for all reenlistment ceremonies. Reenlistment ceremonies within the 58<sup>th</sup> Transportation Battalion will be conducted IAW Appendix D, AR 601-280. The Battalion Commander, Executive Officer, and Command Sergeant Major will be invited to all reenlistment ceremonies.
2. The Battalion Reenlistment NCO will contact the requested reenlisting officer as soon as possible prior to the reenlistment ceremony. Soldiers who request to be reenlisted by an officer who is not assigned to the battalion must notify the Battalion Reenlistment NCO NLT 14 calendar days prior to the ceremony. Soldiers who request to be reenlisted by an officer in the ranks of COL through GEN must notify the Battalion Reenlistment NCO NLT 30 calendar days prior to the ceremony.
3. Soldiers who make the noble decision to reenlist will be allowed to choose the date, time and place of their reenlistment. Soldiers will be reenlisted by the officer they choose, provided that the chosen officer is able and willing to perform the ceremony. Soldiers will be allowed to invite their friends and relatives to their reenlistment ceremony, subject to safety and security considerations. Soldiers will also have the option of having a private reenlistment ceremony.
4. This memorandum supercedes all previous memorandums from this headquarters on this subject.
5. POC this memorandum, SFC Strange, 596-6351, or [strangel@wood.army.mil](mailto:strangel@wood.army.mil).
6. WE SET THE STANDARD!

Robert T. Hixon  
LTC, TC  
Commanding